



2024 Nonpoint Source Application - Capacity Building and/or Education Outreach Projects

General Information

Project Name

Applicant Name

Is your organization registered with the Montana Secretary of State?

Explanation: Each applicant must be registered with the Montana Secretary of State to do business in the state of Montana. Registration with the Secretary of State may be completed via the following website: <https://sosmt.gov/business/>

Is your organization registered with the federal System for Award Management (SAM)?

Explanation: Each applicant is required to register with SAM. To register or check your organization's status, go to <https://sam.gov/content/home>. If you get an "Unsupported Browser" error, copy, and paste the link into a Google Chrome browser window.

Your organization's Unique Entity Identifier number (UEI #)

Explanation: Each applicant is required to have a current UEI number. The UEI number replaces the old DUNS number. If your organization had a DUNS number, you should have received a notification from the federal government indicating that your DUNS number has been changed to a UEI number. If you did not receive this notification, or if you never had a DUNS number, you will need to go to the federal government's System for Award Management (SAM - <https://sam.gov/content/home>) to obtain your UEI number. DEQ recommends starting this process early as it is very time-consuming, requires providing documentation-sometimes with follow-up requests for additional information, and can take up to 2 months to complete. If you need assistance, you may contact the federal help desk at 866-606-8220 Monday-Friday 8:00 a.m. through 8:00 p.m. EST.

Does your organization have adequate liability insurance for the risks associated with your project?

Explanation: Each applicant must have or obtain liability insurance coverage meeting the requirements stated in the Draft Sample Contract and/or requirements negotiated based on the appropriate level of risk associated with the project.

Primary Contact Title

Address City State Zip Code

Phone Number Email

Signature Digitally signed by Jonathan Haufler
Date: 2024.04.04 10:04:32 -06'00'

Explanation: This is the person who DEQ would routinely contact to discuss project progress, billing, etc.

Signatory Title

Address City State Zip Code

Phone Number Email

Signature Digitally signed by Jonathan Haufler
Date: 2024.04.04 10:05:06 -06'00'

Explanation: This is the person who can legally sign contracts and other binding documents on behalf of the applicant (e.g., a board chair)

Note: The primary contact and the signatory must both sign the application. Signatures must be either signed electronically, or wet-signed, scanned and emailed.

Project Description

- **Capacity Building:** Briefly describe your proposed capacity and planning project. Include area of interest, scope, and why the proposed work is an appropriate next step for protection or improvement of water quality. Include a list of anticipated activities and outcomes, and the metrics you will use for evaluating effectiveness.

AND/OR

- **Education Outreach:** Briefly describe your education outreach project and what nonpoint source pollution, or cause of pollution you are addressing. Explain how you will address nonpoint source pollution awareness and/or reduction. Include a list of anticipated activities and outcomes, and the metrics you will use for evaluating effectiveness.

The Clearwater Resource Council (CRC) was formed in 2003 with a mission to engage the community and facilitate efforts that enhance, conserve, and protect the natural resources and rural lifestyle of the Clearwater Valley. CRC recently prepared the Clearwater Valley Watershed Restoration Plan, and established the CRC Aquatics Group comprised of all interested agencies and organizations with a direct involvement and interest in seeing the Restoration Plan implemented. Coordination with this group will increase effectiveness and efficiencies of on-going or planned activities. CRC has conducted outreach and education to the community about water quality and non-point sources of pollutants. However, CRC currently lacks funding for staff time or associated costs to conduct this outreach or to help coordinate activities of the CRC Aquatics Group.

CRC's current staffing is well positioned to conduct the desired coordination and outreach activities if funding is available. Specifically CRC is seeking funding to:

- 1) Support CRC's coordination efforts through the CRC Aquatics Group; share and disseminate information provided by partners among the group and as appropriate to the public.
 - 2) Present information on non-point pollution in public/community meetings including at least one annual update to the Seeley Lake Community Council and at least one annual public meeting to present monitoring results and planned activities.
 - 3) Conduct targeted presentations and outreach to Homeowners Associations or to interested groups of lake homeowners lacking associations, including Placid Lake, Big Sky Lake, Salmon Lake, Seeley Lake and Lake Inez homeowners. Make at least 2 presentations and 3 meetings each summer. Offer to present information on water quality at 2 campground programs at state parks each summer.
 - 4) Conduct an annual Aquatic Workshop for public enrollment to bring in experts in aquatic-related topics to present information on various aspects of water quality management including non-point sources of pollution.
 - 5) Prepare information sheets and reports on water quality and aquatic programs, and distribute this information through CRC's newsletter, website, email lists, and social media.
 - 6) Prepare at least one article annually on water quality and non-point sources of pollutants for publication in the local newspaper.
- Metrics for effectiveness will include the level of engagement and information sharing in the CRC Aquatics Group, public attendance at community meetings, number of lake homeowner groups seeking information and assistance, number of attendees at the annual Aquatic Workshop, number of articles published in the local paper either prepared by CRC or reporters on water quality issues, level of public engagement at Community Council or Sewer Board meetings related to water quality, and general feedback and questions generated through CRC's website, emails, and social media.

Activity Location List the watershed and any sub watersheds where your proposed work will happen.

Clearwater Watershed, Montana

Budget Form

Please fill out the [Capacity Building and/or Education Outreach Project Budget Template \(Excel file\)](#). Cells highlighted in yellow may be edited to fit the needs of your particular project. DEQ uses a template to construct nonpoint source grant contracts. The Budget Template contains tasks and typical deliverables that match up with the grant contract template. Please see the Example Contract and Scope of Work template for a more detailed look at typical task requirements and deliverables.

Budget Summary

Please manually enter the summary information from the Excel file below.

Nonpoint Source Funding Request

\$ 30,000

Non-Federal Match

\$ 3,333

Other Funding

\$ 14,817

Total Cost

\$ 48,150

Additional Questions

Please use the next few questions to tell us about your proposed project and why it is the appropriate approach.

- Capacity Building - How will the proposed activities improve your organization's capacity to plan and carry out projects to reduce nonpoint source pollution?

AND/OR

- Education Outreach: What awareness, knowledge, skills, or behavior will be developed as a result of your program or project? How will your program or project change behaviors or attitudes?

Most residents of Seeley Lake lack a good knowledge about non-point sources of pollutants to groundwater and surface waters in the Clearwater Valley. Outreach and education is needed to raise awareness of the community and lake shore homeowners about risks to water quality from septic leachate, shoreline degradation, sediment delivery from roads, and other potential sources, and to firmly establish the scientific foundation for needed restoration actions. CRC desires to continue and expand its outreach and education program to increase public knowledge about non-point sources of pollutants to surface and groundwater, and to gain public support for future actions to implement the Restoration Plan. Providing the community with information about non-point sources of pollution, methods and results of monitoring for such pollutants, and actions needed to maintain and restore water quality is critical to having an informed and supportive public for such actions. Lake shore owners need to be knowledgeable about how proper management of their property can help keep lakes clean and healthy. Through both community-wide and targeted outreach and education activities, CRC can raise community knowledge about water quality and potential restoration needs and to build community support for any identified restoration activities. The Clearwater Valley Watershed Restoration Plan will only be fully successful if the community of Seeley Lake understands and supports the needs for this plan and for the restoration actions that are identified.

- Capacity Building: Identify the stakeholders you plan to engage and their role in these planning activities.

AND/OR

- Education Outreach: Identify the target audience and how your message will be delivered

The community of Seeley Lake is the primary audience for this outreach and education. More targeted outreach and education will also be directed at lake homeowner groups. For example, CRC has worked with with the Big Sky Lake Homeowners Association seeking to understand the high levels of nitrogen and phosphorus found in this lake, and steps that can be taken to address this concern, but we lack the funding needed for staff to continue this work. Additional outreach to Placid Lake, Salmon Lake, Seeley Lake, and Lake Inez homeowners is proposed through our Clearwater Lakes Alliance program. Outreach and education will be conducted through public meetings conducted by CRC as well as presentations through the local Community Council. Targeted presentations to lake Homeowner Associations, or to interested groups of lake homeowners where such associations do not occur will be conducted. CRC in coordination with the Community Council is proposing to conduct an annual Aquatics Workshop to bring in experts in aquatic-related topics to present information on various aspects of water quality management including non-point sources of pollution. CRC will prepare information sheets and reports on water quality and aquatics programs that will be distributed through its newsletter, website, email list, social media, and articles, press releases, or letters in the local paper.

Describe your anticipated timeline.

CRC has been conducting outreach and education activities about its aquatics programs, although this is currently limited because of lack of funding to support staff time and associated costs to conduct these activities. With additional funding, outreach and education activities can be continued and expanded, as will coordination efforts through the CRC Aquatics Group. Information distributed through the local paper, newsletters, website, and social media will be conducted throughout the year once funding is available. Public meetings will primarily be conducted between late spring and early fall when seasonal residents, who own many of the lake properties, are present. An annual Aquatics Workshop will be scheduled during the summer or early fall when seasonal residents are present. We propose to use the requested DEQ funding over the next two years in support of these outreach and education efforts.

Environmental Justice

Environmental justice can be defined as: The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys:

- The same degree of protection from environmental and health hazards, and
- Equal access to the decision-making process to have a healthy environment in which to live, learn, and work

DEQ is committed to carrying out the nonpoint source pollution reduction projects in an environmentally just manner. We encourage applicants to apply the principles of environmental justice in their development and implementation of nonpoint source pollution prevention projects. Below are a few examples of how applicants might apply these principles. DEQ will award additional points in the scoring form for projects that address environmental justice.

- Project planning included consultation with Tribal Nations
- Project will benefit socially or economically disadvantaged communities
- Project will occur in a community that has not previously received nonpoint source pollution reduction grant funding
- Project will address nonpoint source pollution in a community that has been disproportionately burdened by impacts from legacy pollution (e.g., SuperFund sites, legacy mine waste, etc)

Please use this section to highlight connections your project may have to addressing environmental justice.

CRC will seek inclusion of Tribal representatives from the Confederated Salish and Kootenai Tribes in the CRC Aquatics Group. The Clearwater Valley is part of this Tribe's historical use area. The community of Seeley Lake has a median household income of \$42,714. In order to qualify as economically disadvantaged in Montana, locations must have a median household income less than \$55,217, which is 80% of the national median household income. (Source: U.S. Census Bureau. (2021). This low median income has challenged proposed water quality actions such as installation of a sewer system and treatment plant due to the inability of many local residents to pay the projected fees associated with such a system. CRC has and will support efforts to find solutions such that needed actions are economically feasible to all members of the community. CRC is not aware of any non-point source pollution reduction monies directed at the community other than the Bureau of Reclamation grant that CRC received to prepare the Clearwater Valley Watershed Restoration Plan. CRC fully supports fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income.

Use the space below to include anything additional for the review panel to consider. Attach additional items and information that could help reviewers better understand your project. Please be conscious of reviewers' time, as they may not have time to read lengthy studies and reports. Please do not attach copies of TMDL documents or watershed restoration plans.

The Clearwater Valley Watershed Restoration Plan is available on CRC's website (www.crcmt.org). CRC considers this Plan to be an on-going, multiple-partner effort that will be modified and adjusted with new inputs and information as cooperating agencies and organizations contribute information and ideas for its improvement. Additional information on water quality, specifically sources and general locations of non-point source pollutants is needed. As CRC and others gather this information, it will be shared through the outreach and education activities proposed in this request for funding, and used in updating the Restoration Plan. One currently identified need is actions to address contamination of groundwater under the community of Seeley Lake. CRC will continue to provide outreach and education activities related to this need, and will provide input to proposed solutions. Through continuing monitoring and coordination activities, CRC will be trying to identify where surface water contamination is occurring from non-point sources of pollutants, and will then work with partners and the community on developing plans for specific on-the-ground activities needed to address these sources. Additional sources of funding that have been applied for include the Cinnabar Foundation, Montana Watershed Coordination Council, and Missoula County.

Project Administration

Each contract will have a Project Administration Task. Take the requirements (listed below) into consideration when planning logistics and budget for your project. Project administration includes bookkeeping, invoicing, interim/annual/final report preparation, office supplies, rent, communications, etc. Nonpoint source funding applied to this task must not exceed 10% of the total amount of funding requested, or \$3,000, whichever is lower. Like all other tasks, payment is by reimbursement for actual expenses incurred.

Report Format:

- *Contractor shall submit each Attachment B Billing Statement, Mid-Year Report, Interim Report, Annual Report, and Final Report using the most current reporting guidance and templates provided by the DEQ project manager.*
- *Contractor shall ensure each Mid-Year, Interim, Annual, and Final Report contains adequate documentation to justify accompanying reimbursement requests and match reporting, to the satisfaction of the DEQ project manager.*
- *Contractor shall ensure that the Final Report is a standalone document describing all contract activities and containing copies of all contract deliverables (even if the deliverables were previously submitted).*

Reporting Schedule:

- *Mid-Year Reports: Due June 1st of each year the Contract is in effect.*
- *Annual Reports: Due December 1st of each year the Contract is in effect.*
- *Interim Reports: Due whenever reimbursement is requested outside of the normal Mid-Year, Annual and Final reporting periods while the Contract is in effect.*
- *Draft Final Report: Contractor shall submit a complete draft Final Report for DEQ review and comment at least 15 days prior to the contract expiration date.*
- *Final Report: Contractor shall submit a Final Report, addressing DEQ comments on the draft Final Report, on or before the Contract expiration date.*
- *Attachment B Billing Statements: Contractor shall submit an Attachment B Billing Statement with each Mid-Year, Interim, Annual, or Final Report submitted to DEQ while the Contract is in effect. To maintain cash flow, Contractor may submit interim Attachment B Billing Statements as frequently as monthly during the term of the Contract. However, each interim Attachment B Billing Statement must be accompanied by an Interim Report.*
- *Exception to the Reporting Schedule: The Final Report and associated Attachment B Billing Statement will replace the last required Mid-Year or Annual Report.*

Staff Contact

Please reach out to the following DEQ staff for assistance in preparing your application.

Meagan Gilmore, Water Quality Specialist

P: 406-755-8981

E: Meagan.Gilmore@mt.gov

BUDGET

2024 Nonpoint Source Pollution Reduction Application - Capacity Building AND/OR Education & Outreach

Project Title: Seeley Lake Non-point Source Outreach and Education		Nonpoint Source Request*	Non-Federal Match**	Other Funding***	Match Source	Match Secured? (Y/N)	Total Project Cost	Additional Information****
Instructions Capacity Building: This task may include the initial stages of developing a variety of Plans, designing demonstration projects, etc. Education & Outreach: This task may include the development of your outreach program, planning tours, developing materials, etc. Please include anticipated deliverables and a detailed budget.	Tasks and Potential Deliverables							
	Project and Program Development							
	of newsletters, press releases, supporting documents, and articles	\$2,010					\$ 2,010.00	Staff costs: 30 hours Aquatics Director @ \$38, 30 hours Aquatic Tech at \$29 in first year
	ns to outreach and education programs. Host 2 meetings of group	\$ 1,000.00	\$ 340.00		CRC	Y	\$ 1,340.00	Staff costs: 20 hours Aquatics Director @ \$38, 20 hours Aquatic Tech at \$29 in first year
							\$ -	
	Total	\$ 3,010.00	\$ 340.00	\$ -			\$ 3,350.00	
Capacity Building: This task would include the time actually getting stakeholder involvement and creating the Plan, holding tours, etc. Education & Outreach: This includes activities to implement your program, volunteer coordination, holding events, etc. Please include anticipated deliverables and a detailed budget.	Implementation							
	Information to include. Set up public meetings, rent facilities, etc.	\$ 10,090.00	\$ 1,160.00	\$ 70.00	CRC	Y	\$ 11,320.00	Staff time: 80 hours/year Aquatics Director @\$38 for 2 years, 80 hours Aquatic Tech/year @\$29 for 2 years. Rent facilities: \$300/yr.
	partment can provide to address aquatic issues and gain public support	\$ 5,000.00	\$ 833.00	\$ 5,087.00	CRC	Y	\$ 10,920.00	Staff time: 80 hours/year Aquatic Director @\$38 for 2 years, 80 hours Aquatic Tech/year @\$29 for 2 years. Travel to attend meetings: 150 mi/yr @ \$0.67/mi; \$200
	op materials for use in Workshop. Coordinate partner involvement	\$ 4,000.00	\$ 500.00	\$ 2,080.00	CRC	Y	\$ 6,580.00	Staff time: Aquatic Director 40 hours/year @ \$38, 30 hours/year Aquatic Tech @\$29. Facility rental: \$400. Printing and costs of meeting materials: \$500.
	Assess information needs and identify and assist with needed actions	\$ 4,000.00	\$ 500.00	\$ 7,580.00	CRC	Y	\$ 12,080.00	80 hours of Aquatic Director/year @\$38, 100 hours Aquatic Tech/year @\$29, mileage 150 mi/yr at \$0.67 \$200
	Total	\$ 23,090.00	\$ 2,993.00	\$ 14,817.00			\$ 40,900.00	
This task includes costs for evaluating the success of your project or program. This may include surveys, community readiness factors, landowner buy in for projects, completion of a Plan, etc. Please include anticipated deliverables and a detailed budget.	Effectiveness Monitoring							
	ation on public attendance at meetings and feedback from public	\$ 300.00					\$ 300.00	Staff time: 4 hours Aquatic Director @ \$38/year for 2 years
	Summarize engagement of lake shore groups and actions produced.	\$ 600.00					\$ 600.00	Staff time: 8 hours Aquatic Director @ \$38/year for 2 years
							\$ -	
	Total	\$ 900.00	\$ -	\$ -			\$ 900.00	
Funding applied to Project Administration must not exceed 10% of the total amount of nonpoint funding requested, or \$3,000, whichever is lower. Project includes normal business expenses and reporting requirements.	Administration							
	Mid/Annual/Interim Reports and Billing Statements	\$ 750.00					\$ 750.00	Staff time: Aquatic Director, Director of Operations, Financial Manager, Aquatic Tech
	Draft/Final Report and Billing Statements	\$ 500.00					\$ 500.00	Staff time: Aquatic Director, Aquatic Tech, Director of Operations, Financial Manager
	Communication with DEQ	\$ 250.00					\$ 250.00	Staff Time: Aquatic Director
	Indirect Cost	\$ 1,500.00					\$ 1,500.00	
	Total	\$ 3,000.00	\$ -	\$ -			\$ 3,000.00	
Grand Totals	Nonpoint Funding Request*	\$ 30,000.00	Non-Federal Match**	\$ 3,333.00	Other Funding***	\$ 14,817.00	Total Project Cost	\$ 48,150.00

*Funding Request - Must not exceed \$30,000
 **Non-Federal Match - Can include in-kind materials.
 ***Other Funding -Use this space for funding that will be used to support creation of task deliverables, but will not be reported
 ****Additional Information - Use to justify cost if needed. (Hourly rates, rental costs, etc.)